



Welcome to ImmuNet!

As an ImmuNet user with a role of Admin User, you can manage user accounts and will be able to:

- [Add a New User](#)
- [Change the Role of an Existing User](#)
- [Re-enable a Disabled or Terminated User](#)
- [Reset a Password](#)
- [Terminate a User](#)

## Add a New User

Click **My Account** at the top right corner of the screen.

Welcome ImmuNet User      logged in as: > Organization: Maryland Department of Health (Child)  
Role: Admin User (Provider)      > My Account > Logout

**ImmuNet:**  
Maryland's Immunization Information System  
DEPARTMENT OF HEALTH

WEBSITE NOTICE:  
ImmuNet works best with the most current version of Internet Explorer or Google Chrome.

Home      Resources      Contact Us      Help

UAT Region 3.1.2  
.....

Patients  
Organization Reports  
Inventory and Ordering  
Data File Loading  
Manage Org Selections

**Patient Search**      Click to locate a patient, enter a new patient, view patient records or add immunizations to a patient record.

**VFC Inventory / Orders**      Click to proceed to the VFC Order Screen to enter your inventory on hand for your VFC order to be processed.

**My Organization's Inventory Status**



On the left navigator, click **Manage Access**, **Edit User** to search for the user.

In the section **Status**, click in the **Active**, **Disabled**, and **Terminated** check boxes.

Type in the **Last Name** and **First Name** in the respective fields and then click **Find**.

UAT Region  
.....

Applications  
Manage Mv Account  
Manage Access  
> Add User  
> List Organizations  
> Edit Organization  
Edit User >  
> Add Multiple Users

**Edit User - Search**

Application: IMMUNET

Organization: All Orgs

Status Active ☒ Disabled ☒ Terminated ☒

Last Name First Name

To get a complete list of users, leave both fields blank and click the find button.

**Search Results**

Last Name	First Name	MI	User Name
-----------	------------	----	-----------

If you receive a message, in red, at the bottom, that says, “No users found matching the search criteria”, then the user is not in ImmuNet.

**Edit User - Search**

Application: IMMUNET

Organization: All Orgs

Status Active ☒ Disabled ☒ Terminated ☒

Last Name First Name

To get a complete list of users, leave both fields blank and click the find button.

**Search Results**

Last Name	First Name	MI	User Name
-----------	------------	----	-----------

\*\* No users found matching the search criteria \*\*



To add the user, click **Add User** on the left navigator.

UAT Region  
.....

**Applications**  
**Manage My Account**  
**Manage Access**  
    > **Add User**  
    > List Organizations  
    > Edit Organization  
        Edit User >  
    > Add Multiple Users

**Edit User - Search**

Application: IMMUNET

Find

Organization: All Orgs

Refresh

Status

Active ☒

Disabled ☐

Terminated ☐

Last Name

First Name

To get a complete list of users, leave both fields blank and click the find button.

**Search Results**

Last Name	First Name	MI	User Name
-----------	------------	----	-----------



**Step 1 – User Information** – Enter the information in the required fields in blue/asterisks (\*). If you are adding someone who will be an Administrative User, Address and Phone Number are required. The username and e-mail address must be unique (cannot be a shared or group e-mail address, but may be a personal e-mail address, if the user does not have a work e-mail address).

**\*Password Guidelines** - The password must be at least 8 characters in length, include at least one lower case letter, at least one upper case letter, and at least one number.

**Step 2 - Modify Access** - If you are an Administrative User for more than one organization, select the appropriate one from the Organization drop-down.

Click the **Role** drop-down and select the desired role for the user. Click **Add**, then click **Save**.

**Add User & Modify Access**

**Step 1:**

**User Information**

User First Name

User Last Name

User Middle Initial

Username

Password

Street Address

Other Address

P.O. Box

City

State MD Zip -

Email

Phone Number Ext

**Step 2:**

**Modify Access**

Add,remove,or change organizations and roles for this user:

Application	* Organization	* Role	Add Access
IMMUNET			Add

Current list of organizations and applications.

Select the row to update the user's role or status.

Select

Application	Organization	Role	Status	Select
-------------	--------------	------	--------	--------

Save

Cancel



The addition was successful, if you see this message at the top, in red, "\*\*\*User Updated\*\*\*".

## Change the Role of an Existing User

Click **My Account** near the top right corner of the screen.

The screenshot displays the ImmuNet web application interface. At the top, a black header bar contains the text "Welcome ImmuNet User" on the left, "logged in as: > Organization: Maryland Department of Health (Child) Role: Admin User (Provider)" in the center, and "> My Account > Logout" on the right. The "My Account" link is circled in red. Below the header is a blue navigation bar with links for "Home", "Resources", "Contact Us", and "Help". The main content area has a white background. On the left, there is a sidebar with a "UAT Region 3.1.2" header and a list of links: "Patients", "Organization Reports", "Inventory and Ordering", "Data File Loading", and "Manage Org Selections". The main content area features three large blue buttons: "Patient Search" (with a description: "Click to locate a patient, enter a new patient, view patient records or add immunizations to a patient record."), "VFC Inventory / Orders" (with a description: "Click to proceed to the VFC Order Screen to enter your inventory on hand for your VFC order to be processed."), and "My Organization's Inventory Status". A yellow "WEBSITE NOTICE" box is also visible on the right side of the main content area, stating: "ImmuNet works best with the most current version of Internet Explorer or Google Chrome."



On the left navigator, click **Manage Access** then click **Edit User**.

In the section **Status** click in the **Active**, **Disabled**, and **Terminated** check boxes.

Type in the **Last Name** and **First Name** of the user and click **Find**.

Last Name	First Name	MI	User Name
-----------	------------	----	-----------

Select the user to be edited by clicking on the appropriate last name of the user (link in blue).

Last Name	First Name	MI	User Name
User	ImmuNet		immunetuser



Go to the section **Step 2 Modify Access** section and go down to the gray table

Go to the row in the table that corresponds to the role to be changed. Click in the white **Select** check box, then click the blue **Select** button.

**Step 2:**

**Modify Access**

Add,remove,or change organizations and roles for this user:

Username immunetuser

User ImmuNet User

Application	IMMUNET ▼
Organization Type	All Types ▼
Organization	▼
Role	▼
Add Access	Add

Current list of organizations and applications.

Select the row to update the user's role or status.

Select

Application	Organization	Role	Status	Select
IMMUNET	Al Rahmah School	School Access	Terminated	<input type="checkbox"/>
IMMUNET	Bishop Walsh School	Admin User (Provider)	Terminated	<input type="checkbox"/>
IMMUNET	Maryland Department of Health (Child)	Admin User (Provider)	Active	<input type="checkbox"/>
PORTAL	Portal Default	Portal Application Admin	Active	<input type="checkbox"/>

Save

Cancel





To change the role, go to just above the gray table and click the **Role** drop-down, select a new role, and then at the right, click **Update**.

**Step 2:**

### Modify Access

Add, remove, or change organizations and roles for this user:

**Username** immunetuser

**User** ImmuNet User

Application	Organization	Role	Status	Update
IMMUNET	Maryland Department of Health (Child)	Admin User (Provider) ▼	<input checked="" type="radio"/> Active <input type="radio"/> Disabled <input type="radio"/> Terminated	<b>Update</b>

Current list of organizations and applications.

Select the row to update the user's role or status.

Select

Application	Organization	Role	Status	Select
IMMUNET	Al Rahmah School	School Access	Terminated	<input type="checkbox"/>
IMMUNET	Bishop Walsh School	Admin User (Provider)	Terminated	<input type="checkbox"/>
IMMUNET	Maryland Department of Health (Child)	Admin User (Provider)	Active	<input checked="" type="checkbox"/>
PORTAL	Portal Default	Portal Application Admin	Active	<input type="checkbox"/>





The change was successful, if you see this message at the top, in **red**.

**\*\* User Access Updated \*\***

## Edit User & Modify Access

### Step 1:

#### User Information

User Id 49755

\* **User First Name**

\* **User Last Name**

User Middle Initial

\* **Username**

New Password

Confirm New Password

**Note: To Change the User Status go to the Modify Access section in Step 2 below.**

User Status ☒ Active ☐ Disabled ☐ Terminated

Street Address

Other Address

P.O. Box

City

State  Zip  -

\* **Email**

Phone Number    Ext



## Re-enable a Disabled or Terminated User

Click **My Account** near the top right corner of the screen.

UAT Region 3.1.2

UAT Region 3.1.2

Patients  
Organization Reports  
Inventory and Ordering  
Data File Loading  
Manage Org Selections

Welcome ImmuNet User logged in as: > Organization: Maryland Department of Health (Child)  
Role: Admin User (Provider) > My Account > Logout

**ImmuNet:**  
Maryland's Immunization Information System  
DEPARTMENT OF HEALTH

WEBSITE NOTICE:  
ImmuNet works best with the most current version of Internet Explorer or Google Chrome.

Home Resources Contact Us Help

**Patient Search** Click to locate a patient, enter a new patient, view patient records or add immunizations to a patient record.

**VFC Inventory / Orders** Click to proceed to the VFC Order Screen to enter your inventory on hand for your VFC order to be processed.

**My Organization's Inventory Status**

On the left navigator, click **Manage Access** then click **Edit User**.

In the section **Status** click in the **Disabled** and **Terminated** check boxes.

Type in the **Last Name** and **First Name** of the user in the respective fields and then click **Find**.

UAT Region 3.1.2

UAT Region 3.1.2

Applications  
Manage My Account  
**Manage Access**  
> Add User  
> List Organizations  
> Edit Organization  
**Edit User >**  
> Add Multiple Users

**Edit User - Search**

Application: IMMUNET

Organization: All Orgs

**Find**  
Refresh

**Status** Active ☒ Disabled ☒ Terminated ☒

Last Name  First Name

To get a complete list of users, leave both fields blank and click the find button.

**Search Results**

Last Name	First Name	MI	User Name
-----------	------------	----	-----------



Select the user to be edited by clicking on the appropriate last name of the user (link in [blue](#)).

**Edit User - Search**

Application: IMMUNET

Find

Organization: All Orgs

Refresh

Status

Active ☒

Disabled ☒

Terminated ☒

Last Name

user

First Name

immunet

*To get a complete list of users, leave both fields blank and click the find button.*

**Search Results**

Last Name	First Name	MI	User Name
<a href="#">User</a>	ImmuNet		immunetuser



Go to the section **Step 2 Modify Access** and go to the gray table.

Go to the row in the table that corresponds to the status to be changed. Click in the white check box, then click the [blue Select](#) button.

**Step 2:**

### Modify Access

Add,remove,or change organizations and roles for this user:

**Username** immunetuser

**User** ImmuNet User

Application	<input type="text"/>
Organization Type	All Types <input type="text"/>
Organization	<input type="text"/>
Role	<input type="text"/>
Add Access	<input type="button" value="Add"/>

Current list of organizations and applications.

Select the row to update the user's role or status.

Select

Application	Organization	Role	Status	Select
IMMUNET	Al Rahmah School	School Access	Terminated	<input type="checkbox"/>
IMMUNET	Bishop Walsh School	Admin User (Provider)	Terminated	<input checked="" type="checkbox"/>
IMMUNET	Maryland Department of Health (Child)	Standard User	Active	<input type="checkbox"/>
PORTAL	Portal Default	Portal Application Admin	Terminated	<input type="checkbox"/>

Save

Cancel



To re-enable the account, go to just above the gray table and click the radio button **Active** and then to the right, click **Update**.

**Step 2:**

### Modify Access

Add, remove, or change organizations and roles for this user:

**Username** immunetuser  
**User** ImmuNet User

Application	Organization	Role	Status	Update
IMMUNET	Bishop Walsh School	Admin User (Provider ▾)	<input checked="" type="radio"/> Active <input type="radio"/> Disabled <input type="radio"/> Terminated	<b>Update</b>

Current list of organizations and applications.

Select the row to update the user's role or status.

**Select**

Application	Organization	Role	Status	Select
IMMUNET	Al Rahmah School	School Access	Terminated	<input type="checkbox"/>
IMMUNET	Bishop Walsh School	Admin User (Provider)	Terminated	<input checked="" type="checkbox"/>
IMMUNET	Maryland Department of Health (Child)	Standard User	Active	<input type="checkbox"/>
PORTAL	Portal Default	Portal Application Admin	Terminated	<input type="checkbox"/>

**Save**

**Cancel**



The change was successful, if you see this message in red, "User Access Updated".

**\*\* User Access Updated \*\***

## Edit User & Modify Access

### Step 1:

#### User Information

User Id 49755

\* **User First Name**

\* **User Last Name**

User Middle Initial

\* **Username**

New Password

Confirm New Password

**Note: To Change the User Status go to the Modify Access section in Step 2 below.**

User Status ☒ Active ☐ Disabled ☐ Terminated

Street Address

Other Address

P.O. Box

City

State  Zip  -

\* **Email**

Phone Number    Ext



## Reset a Password

Click **My Account** near the top right corner of the screen.

The screenshot displays the ImmuNet web application interface for an Admin User. At the top, a black header bar contains the text "Welcome ImmuNet User" on the left, "logged in as: > Organization: Maryland Department of Health (Child) Role: Admin User (Provider)" in the center, and "> My Account > Logout" on the right. The "My Account" link is circled in red. Below the header is a blue navigation bar with links for "Home", "Resources", "Contact Us", and "Help". The main content area has a white background. On the left, there is a sidebar with a "UAT Region 3.1.2" header and a list of links: "Patients", "Organization Reports", "Inventory and Ordering", "Data File Loading", and "Manage Org Selections". The main content area features three large blue buttons: "Patient Search" (with a description: "Click to locate a patient, enter a new patient, view patient records or add immunizations to a patient record."), "VFC Inventory / Orders" (with a description: "Click to proceed to the VFC Order Screen to enter your inventory on hand for your VFC order to be processed."), and "My Organization's Inventory Status". A yellow "WEBSITE NOTICE" box is also visible, stating: "ImmuNet works best with the most current version of Internet Explorer or Google Chrome."





On the left navigator, click **Manage Access** then click **Edit User**

In the section **Status**, click in the **Active**, **Disabled**, and **Terminated** check boxes.

Type in the **Last Name** and **First Name** of the user in the respective fields and then click **Find**.

Select the user to be edited by clicking on the appropriate last name of the user (link in [blue](#)).

**Edit User - Search**

Application: IMMUNET

Find

Organization: All Orgs

Refresh

Status

Active ☒

Disabled ☒

Terminated ☒

Last Name

user

First Name

immunet

*To get a complete list of users, leave both fields blank and click the find button.*

**Search Results**

Last Name	First Name	MI	User Name
<a href="#">User</a>	ImmuNet		immunetuser



Go to the section **Step 1 User Information**.

**\*Password Guidelines** - The password must be at least 8 characters in length, include at least one lower case letter, at least one upper case letter, and at least one number.

Type in a new password in the **New Password** and **Confirm Password** fields (password is case-sensitive) and

**Step 1:**

**User Information**

User Id 49755

\* User First Name

\* User Last Name

User Middle Initial

\* Username

**New Password**  **Confirm New Password**

**Note: To Change the User Status go to the Modify Access section in Step 2 below.**

User Status ☒ Active ☐ Disabled ☐ Terminated

Street Address

Other Address

P.O. Box

City

State  Zip  -

\* Email

Phone Number    Ext

then click **Save** at the bottom.

Save

Cancel



The change was successful, if you see this message at the top in **red**:

**\*\* User Updated, Password Changed \*\***

## Edit User & Modify Access

### Step 1:

### User Information

User Id 49755

\* **User First Name**

\* **User Last Name**

User Middle Initial

\* **Username**

New Password

Confirm New Password

**Note: To Change the User Status go to the Modify Access section in Step 2 below.**

User Status ☒ Active ☐ Disabled ☐ Terminated

Street Address

Other Address

P.O. Box

City

State  Zip  -

\* **Email**

Phone Number    Ext



## Terminate a User

Click **My Account** near the top right corner of the screen.

Click **Manage Access** then click **Edit User**.

In the section **Status**, click in the **Active**, **Disabled**, and **Terminated** check boxes.

Type in the **Last Name** and **First Name** of the user in the respective fields and then click **Find**.

UAT Region  
\*\*\*\*\*

Applications  
Manage My Account  
Manage Access  
> Add User  
> List Organizations  
> Edit Organization  
Edit User >  
> Add Multiple Users

**Edit User - Search**

Application: IMMUNET  
Organization: All Orgs

Find  
Refresh

Status  
Active ☒ Disabled ☒ Terminated ☒

Last Name  
First Name

To get a complete list of users, leave both fields blank and click the find button.

**Search Results**

Last Name	First Name	MI	User Name
-----------	------------	----	-----------

Select the user to be edited by clicking on the appropriate last name of the user (link in blue).

**Edit User - Search**

Application: IMMUNET  
Organization: All Orgs

Find  
Refresh

Status  
Active ☒ Disabled ☒ Terminated ☒

Last Name  
user  
First Name  
immunet

To get a complete list of users, leave both fields blank and click the find button.

**Search Results**

Last Name	First Name	MI	User Name
User	ImmuNet		immunetuser



Go to the section **Step 2 Modify Access** and go to the gray table.

Go to the row in the table that corresponds to the status to be changed. Click in the white **Select** check box, then click the **blue Select** button.

**Step 2:**

**Modify Access**

Add,remove,or change organizations and roles for this user:

**Username** immunetuser  
**User** ImmuNet User

<b>Application</b>	<input type="text"/>
<b>Organization Type</b>	All Types <input type="text"/>
<b>Organization</b>	<input type="text"/>
<b>Role</b>	<input type="text"/>
<b>Add Access</b>	<b>Add</b>

Current list of organizations and applications.

Select the row to update the user's role or status.

**Select**

Application	Organization	Role	Status	Select
IMMUNET	Al Rahmah School	School Access	Terminated	<input type="checkbox"/>
IMMUNET	Bishop Walsh School	Admin User (Provider)	Active	<input checked="" type="checkbox"/>
IMMUNET	Maryland Department of Health (Child)	Standard User	Active	<input type="checkbox"/>
PORTAL	Portal Default	Portal Application Admin	Active	<input type="checkbox"/>



To terminate the account, go to just above the gray table and click the radio button **Terminate** and then to the right, click the button **Update**.

**Step 2:**

## Modify Access

Add, remove, or change organizations and roles for this user:

**Username** immunetuser  
**User** ImmuNet User

Application	Organization	Role	Status	Update
IMMUNET	Bishop Walsh School	Admin User (Provider ▼)	<input type="radio"/> Active <input type="radio"/> Disabled <input checked="" type="radio"/> Terminated	<b>Update</b>

Current list of organizations and applications.

Select the row to update the user's role or status.

**Select**

Application	Organization	Role	Status	Select
IMMUNET	Al Rahmah School	School Access	Terminated	<input type="checkbox"/>
IMMUNET	Bishop Walsh School	Admin User (Provider)	Active	<input checked="" type="checkbox"/>
IMMUNET	Maryland Department of Health (Child)	Standard User	Active	<input type="checkbox"/>
PORTAL	Portal Default	Portal Application Admin	Active	<input type="checkbox"/>



The change was successful, if you see this message at the top in **red**:

**\*\* User Access Updated \*\***

## Edit User & Modify Access

### Step 1:

### User Information

User Id 49755

\* **User First Name**

\* **User Last Name**

User Middle Initial

\* **Username**

New Password

Confirm New Password

**Note: To Change the User Status go to the Modify Access section in Step 2 below.**

User Status ☒ Active ☐ Disabled ☐ Terminated

Street Address

Other Address

P.O. Box

City

State  Zip  -

\* **Email**

Phone Number    Ext